

85-2531

85-2185-

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

September 1985 CT Class

FROM:

Robert W. Magee
Director of Personnel

EXTENSION

NO.

18-4

DATE

19 July 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
EO/ Deputy Director
for Administration

19 JUL 1985

EAM

cc: DDA/CMS

DDA office directors
(done, ref. 2.1)2.
ADA

22 JUL 1985

J

3.
DDA

22 JUL 1985

J

4.

5.

6.

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DDA Reg (file)

8.

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14.

15.

ADMINISTRATIVE INTERNAL USE ONLY

85-2531

19 July 1985

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy Director for Intelligence

FROM: Robert W. Magee
Director of Personnel

SUBJECT: September 1985 CT Class

REFERENCE: Memo dtd. 29 Aug. 84 from D/OP; Subj.: Open Season for
Internal CT's

STAT
STAT

1. As you are aware, the Executive Committee approved a CT Program in FY 1986 and beyond of four classes of [] trainees per class. The July 1985 class has [] trainees. Classes of comparable size will have a significant impact on the number of trainers, speakers, classroom space and other facilities that will be needed in 1986. Important adjustments in the curriculum might also be necessitated.

STAT
STAT

2. Therefore, due to physical space limitations and another anticipated bumper crop of external CT's, it is necessary to declare what I hope will be a temporary moratorium on acceptance of any internal candidates for the CT Program class of September 1985. While several internal candidates are under consideration for the CT Program, only one (an Office of Logistics candidate) has been formally accepted into the program. We will, of course, honor that commitment, but cannot guarantee spaces to any other internal candidates. The only exception to this policy will be internal applicants who are accepted into the Program as [] [] If our estimate of the number of externals available for the September 1985 class proves to be overly optimistic, or if the space problems are resolved, we will then be able to accept additional internal applicants. I will advise you on or before 1 September the number of positions which may be available to your Directorate.

STAT

[]
✓ Robert W. Magee/

cc: Executive Director
D/OTE

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AUG 29 1984

MEMORANDUM FOR: Chairman, E Career Service
Deputy Director for Administration
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy Director for Intelligence

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Open Season for Internal CT's

1. With all Career Services now participating actively in the Career Training Program, our recruitment goals for FY 85 have been increased substantially. To equalize the training and processing load as much as possible, we hope to bring in classes of roughly equal numbers for each of the quarters (October, January, April and July). As the recruitment effort picks up, I would anticipate the number of external CT's increasing in late FY 85 thereby reducing correspondingly the number of positions available for internal candidates. Our October 1984 class is somewhat undersubscribed. This offers an opportunity for you to place your internals into the Program now when we know they can be absorbed. I therefore suggest that you review possible internal CT candidates and forward nominees to the CT Branch in Employment (extension) as soon as possible so that we may schedule them for appropriate testing and assessment. We will process them expeditiously to ensure that accepted candidates can enroll in the October 1984 class.

2. I am informing your personnel officers of this in a separate memorandum.

Robert W. Magee

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